

JobSkills Grant Information and Application Form

JobSkills is a flexible VET Delivered to Secondary Students (VETDSS) funding initiative. It is allocated for projects, resources, equipment and/or accredited and non-accredited training that supports VET outcomes and/or Career pathways for school students. Funding is paid directly to schools as a grant.

What can a JobSkills Grant fund?

- Short courses i.e. First Aid, White Card, Working at Heights, Confined Space.
- Resources/ Equipment/ Consumables that supports VET delivery and/or Career pathway initiatives for school students.
- *Intra-territory travel and/or accommodation for remote students to access VET programs and/or career education initiatives that are not available in their local communities.

Application Process

- You must obtain quotes from suppliers/training providers.
- Complete the JobSkills application form and ensure you have provided as much detail as possible.
- Submit application, signed by the principal, to vetis.det@education.nt.gov.au with quotes attached.
- Applications are reviewed at a fortnightly meeting.
- There is no guarantee of approval, or that the full requested amount will be granted.
- Funding will not be paid in retrospect for courses/items/services acquired.

Notification of application outcome

- Once your application has been reviewed you will be notified of the outcome:
 - If approved, a grant letter and acquittal form will be issued to your school and the grant will be processed.
 - If declined, a letter will be sent as well as a follow up phone call by a VET Manager to advise you of the decision and reasoning.

Acquittal of funding

- Once grant funds are spent or at the end of the calendar year, an acquittal must be submitted with a full breakdown. Please note consumables/equipment/resources do need to be aligned to an event, program or initiative.
- Email your completed acquittal form to vetis.det@education.nt.gov.au

Enquiries

P: 08 8963 5500

E: vetis.det@education.nt.gov.au

**Travel and accommodation for remote students into regional or urban centres to access VET or career initiatives requires a business case on top of the JobSkills application form.*

Application form

School details			
School:		ABN:	
Address:			
Contact person:		Work phone:	

In the table below, please provide as much information as possible e.g. dates, accredited or non-accredited program details, student numbers, how it supports VET and/or Career Education initiatives in your school etc. **Quotes must be attached and totals must be provided or the application will not be considered.**

Program information 1				
Course:				
Details:				
Organisation:				
Link to VET:				
Net (exc. GST):		GST:		Total (inc GST):
Program information 2				
Course:				
Details:				
Organisation:				
Link to VET:				
Net (exc. GST):		GST:		Total (inc GST):
Total of grant application: <i>*Note: Funding is paid excluding GST</i>				
Net (exc. GST):				

Your school must spend the JobSkills grant in accordance with the information you have supplied. All funds must be acquitted by the end of the calendar year. Please sign below as acknowledgement that you have read and accepted the terms and conditions.

Principal:			
Signature:		Date:	

Office use only

JobSkills approval

School:			
Approved grant details:			Amount:
Total of JobSkills Grant:			
Approved by			
Manager VET Projects:			
Signature:		Date:	
Director, Training & Careers:			
Signature:		Date:	